

# USUSA

Application Packet  
Statewide Campuses



2021

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# USUSA Application Introduction

Dear Potential Applicant,

Congratulations on your decision to apply for an appointed Utah State University Student Association student officer position. Representing the students of the USU Statewide Campus system to the administration, state, and local communities has been one of the highlights of my college career so far, and I look forward to the possibility of working with you in the future. As you apply to fill one of our appointed USUSA officer positions, I hope that you look forward to joining the elected officers in representing the needs, concerns, and desires of our fellow students to the community and university.

Included in this packet are the USUSA Statewide Campus Election/Appointment Bylaws. Please educate yourself on their contents and be extremely comfortable in your understanding of them. You will be expected to adhere to the bylaws or face the risk of penalties.

- All declaration of candidacy forms must be turned into your service region/campus USUSA Advisor by Friday, March 5<sup>th</sup> at 4:30 p.m.
- Interviews will be held at a time and date set by your regional selection committee. Your USUSA Advisor or USUSA Executive Vice President for your region will contact you with times and dates for interviews.

If you have any questions about the elections process, the offices, or what it means to be a student leader at USU, please do not hesitate to reach out to me or any of the current officers. I can be reached at [swcpresident.ususa@usu.edu](mailto:swcpresident.ususa@usu.edu). If you are appointed to represent the students of the USU Statewide Campus system, you will gain first-hand experience in making decisions that directly impact student life, impacting how fee money is spent, and influencing the decisions made on your campus. It is a great responsibility to serve your fellow students, while, at the same time, you represent USU to the community. You will join a legacy of officers with a great tradition of service. I wish you well as you participate in the selection process.

Sincerely,

Nathan Rawlings  
USUSA Statewide Campus President 2020-2021

# Applicant/Officer Eligibility

In strict compliance with the Constitution of the Utah State University Student Association, Article III, Section 3, applicants for office at Statewide Campuses must adhere to the following requirements:

- **Carry a minimum of 6 credits per semester as an undergraduate student or 3 credits per semester as a graduate student**
- **Have a USU cumulative G.P.A. of 2.75 or above and/or an overall cumulative G.P.A. of 2.75 or above**
- **Be free from academic warning, probation, or suspension**
- **Be willing and able to attend all meetings and carry out all duties as outlined in the officer charter**
- **Be free from USU Student Code violations and or/student conduct probation**

*For further clarification, reference Article III, Section 3 of the USUSA Constitution below:*

## Section 3. Eligibility

- A. No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

Good Standing applies to both academic and behavioral conduct, which shall be defined as:

1. Carrying a minimum of 12 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment. Regional Campus and Distance Education students are in good standing if carrying a minimum of six credits per semester as an undergraduate, or a minimum of three credits per semester as a graduate student during the academic year.
2. Maintaining a USU cumulative GPA at or above 2.75 if the student has completed two or more semesters at USU. If the student has not completed two semesters at USU, then the student's overall college cumulative GPA must be at or above 2.75.
3. Maintaining a GPA of 2.75 or higher, for all semesters while in office, including the spring semester of election or appointment. The summer semester shall only count for or against an officer's good standing if nine or more credits are taken. However, all summer classes will be calculated into the cumulative GPA.
4. Free from academic warning, probation, or suspension.
5. Free from major USU Student Code violations and/or student conduct probation.
  - a. If a student has any pending student conduct hearings, he/she may proceed in running/applying for office. If found guilty the student is subject to removal from office.

# Application Filing Deadline and Application Review Timeline

Event	Date	Time
Application Filing Deadline- Submit to your Statewide Campus Advisor via e-mail	Friday, March 5	4:30 p.m.
Interviews Begin	Tuesday, March 16	5:00 p.m.
Interviews Completed	Wednesday, March 17	5:00 p.m.
Appointment(s) Announced	Friday, March 19	5:00 p.m.

**Your advisor contact information can be found on page 11 of this document.**

*\*This timeline is subject to change. All changes will be announced to candidates as needed.*

# Officer Positions & Compensation

## USUSA Statewide Campus Officers

Campus Representatives	Appointed	\$1500/Fall & Spring
Blanding Campus Reps	Appointed	\$1500/ Fall & Spring

## Available Positions

### USU—Blanding Service Region

- Blanding Campus Life Representative
- Blanding Service Representative
- Blanding Inclusion Representative

### USU—Brigham City Service Region

- Brigham City/Tremonton Campus Representative (2)
- Kaysville Campus Representative (2)

### USU—Tooele Service Region

- Tooele Campus Representative

### USU—Southwest

- Southwest Service Region Representatives (2)

### USU—Uintah Basin Service Region

- Roosevelt Campus Representative (1)
- Vernal Campus Representative (2)

### USU—Wasatch Service Region

- Salt Lake Campus Representative
- Orem Campus Representative

Note: In case of an irregular vacancy in these positions, they may be filled via an appointment per the USUSA Constitution. This packet may be used to facilitate that appointment.

# Officer Expectations

## Knowledge Expectations

- A solid understanding of the purpose of USUSA.
- A working knowledge of the USUSA Constitution.
- A working knowledge of the Student Code of Conduct.
- A solid understanding of your Officer Charter.
- A working knowledge of the USU ~~Regional~~ Statewide Campuses system.
- A working knowledge of your position assignments.

## Behavior Expectations

- A working knowledge of the USU Statewide Campuses system.
- A working knowledge of your position assignments.
- Professionalism in all your dealings.
- Complete job responsibilities as listed in officer's charter and/or assigned.
- Be a role model for the USU student body.
- Support USUSA events and activities.
- Do what you say you will do.
- Treat the office staff with professionalism and courtesy.
- Provide appropriate and timely information to your advisor and the office staff.
- Do whatever is in your power to enhance the quality of life for students.
- Meet with your advisor on a regular basis and provide feedback on individual, council and university issues.

## Fiscal Responsibility Expectations

- Have a working knowledge of your budget.
- Monitor your budget and regularly track your budget balance.
- Remember you are stewards of this money. It is really the students' money, not yours.
- Have a working knowledge of university fiscal procedures.

## Time Expectations

- |                                  |     |                       |
|----------------------------------|-----|-----------------------|
| • Regional Council Meetings*     | TBD | As Required by Campus |
| • Assigned University Committees | TBD | As Required           |

\* Attended by Executive Vice Presidents and Campus Representatives. Each campus conducts its own regional council meetings.

# 2021-2022

## Mandatory Officer Events

### Mandatory Events

USUSA Officer Inauguration	April 9, 2021
New Officer Retreat	April 9-10, 2021
Utah Leadership Academy (highly encouraged)	May 19-21, 2021
Fall Officer Retreat	August 13-14, 2021
Fee Board Training	October 15, 2021
SWC Student Fee Board	January 14, 2022*
Campus Specific	As outlined by charter or required by advisor

### Mandatory Meetings

SWC Executive Council Meeting*	Bi-weekly
Regional Council Meeting	Varies by Region

\*Mandatory for President and Executive VP's Only



# Campus Representative Application

## UTAH STATE UNIVERSITY STUDENT ASSOCIATION

I, \_\_\_\_\_, do hereby declare my official candidacy for the office of  
(Print your name)

\_\_\_\_\_ within the Utah State University Student Association.  
(List the office for which you are applying)

A-Number: \_\_\_\_\_

G.P.A.: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Credit Hours Enrolled in this Semester: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

T-Shirt & Polo Size: \_\_\_\_\_

\_\_\_\_\_ I do further declare that I have read and I do understand the provisions of the USUSA Constitution and the current Elections Bylaws, and that I am willing to comply with them.

\_\_\_\_\_ I do further declare that I understand that the dates listed on the Mandatory Officer Dates/Events page of the elections packet are part of the duties of the appointed position, and should I be appointed, I will be available on these dates as part of my commitment to the office.

\_\_\_\_\_ I certify that I have read the charter of my respective office and agree to fulfill it to the best of my abilities.

\_\_\_\_\_ I hereby authorize the Student Involvement and Leadership Center at Utah State University to check my grades for eligibility to run for USUSA office; and if elected, during the term of my office. I further authorize the student members of the selection committee access to the information provided in the application packet for the purposes of the committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: IT IS THE RESPONSIBILITY OF THE CANDIDATE TO CERTIFY ELIGIBILITY WITH A USU ADVISOR.**

### USU Advisor Eligibility Verification

The above-named student is in compliance with Article III, Section 3, of the USUSA Constitution, which reads: *No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.*

College has been verified  Overall GPA \_\_\_\_\_  Current Credits \_\_\_\_\_  Citizenship Y | N

\_\_\_\_\_  
Campus USUSA Advisor (Date)

\_\_\_\_\_  
Advisor or Staff Assistant (Date)  
(for grade certification)

# Applicant Profile

*The Applicant Profile will be available to the Appointment Committee.*

This information will be submitted via an online form. It must be completed by **Friday, March 5, 2021 at 4:30 p.m.** The form will be sent to each applicant after their eligibility is confirmed.

Name: \_\_\_\_\_ A-Number: \_\_\_\_\_

Office Applying for: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Class Rank: \_\_\_F, \_\_\_So, \_\_\_J, \_\_\_Sr, \_\_\_Grad      Years at USU: \_\_\_\_\_

Hometown: \_\_\_\_\_

## Qualifications

List of qualifications that will help you in the office you are applying for

[Limit to the five (5) most relevant]:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Goals and/or Plans for Office

Please list your goals and/or plans you wish to accomplish while in office

[Limit to the five (5) most relevant]:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Applicant Questions

Please answer the following four (4) questions to the best of your ability:

1. What is your leadership philosophy? \_\_\_\_\_ your fellow students. How would you
2. What barriers have you overcome to \_\_\_\_\_ use this office to address those needs?
3. Please identify several needs of you and \_\_\_\_\_
4. Why are you applying for this position?

Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who apply for any scholarships, fellowships, grants or other aid administered by the University. Individuals who apply for these benefits are also required to certify under penalty of perjury that they are lawfully present in the United States.

I certify under penalty of perjury that:

I am a United States citizen [ ] Yes [ ] No      Student Signature \_\_\_\_\_

# Statewide Campus USUSA Advisors Contact Information

Jessica Roueche

**Campus:** Blanding

**Email:** [jessica.roueche@usu.edu](mailto:jessica.roueche@usu.edu)

**Phone:** 435-678-8225

Lauri Merrill

**Campus:** Brigham City/ Tremonton

**Email:** [lauri.merrill@usu.edu](mailto:lauri.merrill@usu.edu)

**Phone:** 435-919-1253

Melissa Thomas

**Campus:** Kaysville

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Sophia May

**Campus:** Logan

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**Phone:** 435-797-0917

Shanda Thompson

**Campus:** Moab

**Email:** [shanda.thompson@usu.edu](mailto:shanda.thompson@usu.edu)

**Phone:** 435-797-4198

Jana Beckstead

**Campus:** Wasatch (Salt Lake/Orem)

**Email:** [jana.beckstead@usu.edu](mailto:jana.beckstead@usu.edu)

**Phone:** 435-797-4230

Spencer Kohler

**Campus:** Southwest

**Email:** [spencer.kohler@usu.edu](mailto:spencer.kohler@usu.edu)

**Phone:** 435-393-5122

Sonja Jensen

**Campus:** Tooele

**Email:** [sonja.jensen@usu.edu](mailto:sonja.jensen@usu.edu)

**Phone:** 435-797-9950

Leslie Woodward

**Campus:** Uintah Basin

(Vernal/Roosevelt)

**Email:** [leslie.woodward@usu.edu](mailto:leslie.woodward@usu.edu)

**Phone:** 435-722-1782

# Utah State University Student Association SWC Election Bylaws

*This document is ancillary to the USUSA Constitution*

## **Preamble**

The Utah State University Student Association election bylaws govern the election and appointment of both USUSA candidates and referenda affecting the USU student body. These bylaws derive their authority from the USUSA Constitution Article III, Section 7.

## **Definitions**

**Actual Cost:** is defined as the cost presented on an official sales receipt.

**Bribery:** is defined as the act of offering, giving, receiving or soliciting any item of value that may influence the actions of a person.

**Campaign Committee Members:** are people who are specifically helping Candidates campaign; must be current students from USU.

**Campaign Materials:** are any images, text, or physical item with the purpose of garnering attention and increasing awareness for a specific Candidate or ballot item.

**Candidate(s):** are registered USU students at a Statewide Campus that are in Good Standing and have filed a Declaration of Candidacy or Application for Consideration.

**Donations:** are defined as any monetary contributions or physical goods used as Campaign Materials.

**Elections Committee:** is comprised of the Statewide Campus Executive Council.

**Elections Week:** is defined as Monday, Feb. 22, 2021, at 7 a.m. through Thursday, Feb 25, 2021, at 8 p.m.

**Fair Market Value (FMV):** is an estimate of the value of property and services based on what an average buyer would pay to an average seller in the market.

**Poster(s):** are printed or other types of Campaign Materials on paper to be hung in appropriate buildings on campus. This includes digital signage within appropriate campus buildings.

**Slander:** is defined as the spreading of an untruth about other Candidates or their campaigns in a way that may hurt their campaign or reputation.

## Bylaw Articles

The foundation of USUSA elections rests on campaign ethics. Therefore candidates, campaign committees and supporters, and proponents and opponents of referenda must follow all university policies, local, state, and federal law. This includes, but is not limited to, a prohibition of:

- A. Bribery, in any form, either to voters or other candidates.
- B. Slander.

### I. Candidate Requirements

#### A. All Candidates must be in Good Standing

- 1. Eligibility: Any appeals to the eligibility criteria may be submitted to the Office of the Vice President for Student Affairs. Extenuating circumstances may be cause to appeal Candidate eligibility.
- 2. The Vice President for Student Affairs may grant exception to Candidate requirements based on circumstances. Those wishing to appeal Candidate requirements must contact Suzanne Thorpe by emailing [suzanne.thorpe@usu.edu](mailto:suzanne.thorpe@usu.edu). Any decisions made by this office are final.

#### B. Duties, Responsibilities, and Expectations

- 1. The duties of an elected USUSA Statewide Campus Student Officer are outlined in Article II of the USUSA Constitution, the appropriate USUSA officer charter, the USUSA Statewide Campus Officer Elections Packet, and further defined in the ~~Regional~~ Statewide Campus Officer Accountability Contract. Candidates are expected to be familiar with those duties prior to being selected to fill the office.

#### C. Probation, Disciplinary Actions, and Removal from Office

- 1. Probation steps for all USUSA officers are outlined in Article II, Section 3 of the USUSA Constitution.
- 2. Steps governing the removal of appointed USUSA officers are outlined in Article IV, Section 4 of the USUSA Constitution.
- 3. Disciplinary actions are defined in the ~~Regional~~ Statewide Campus Officer Accountability Contracts.

#### D. Write-in Candidates:

- 1. Upon entering a race, write-in candidates must file a Declaration of Candidacy with the appropriate campus advisor.
- 2. Write-in candidates will not be included in Election Committee or USUSA marketing, which may include ads, pictures, or biographies paid for by the Elections Committee.
- 3. Write-in candidates will not be present on the primary election ballot and will only be included on the final election ballot if:

- a. A candidate comes in either first or second in total vote count, is eligible to hold office;
- b. And reaches or exceeds 10 percent of the vote total in the respective election. (See EC Bill 2014-06)
- c. Write-in candidates must abide by the Election Bylaws.

If write-in candidate qualifies for the final election only their name will be placed, in alphabetical order, on the ballot.

## II. Timeline

### A. Deadlines:

#### 1. Elected Positions:

- a. A signed Declaration of Candidacy form is required to be an official candidate. The USUSA campus advisor must sign the form for it be considered valid and the candidate eligible to run for USUSA office.
- b. If, after the filing deadline, there are no constitutionally-qualified candidates for an office(s), the Elections Committee (sitting Executive Council) shall reopen the filing process for that particular office(s), accepting Declaration of Candidacy forms at the date set by the Elections Committee.

#### 2. Appointed Positions:

- a. A signed and completed Application for Consideration form is required to be an official candidate for a Statewide Campus Student Representative position.
- b. Applications for Statewide Campus Student Representative positions shall open on the same day as those for elected positions, and close five (5) business days following final elections.
- c. If the selection committee fails to choose a Statewide Campus Student Representative by April 1, the office shall be considered vacant and filled as outlined in the USUSA Constitution (See Article IV, Section 3) by the next meeting of the SWC Executive Council to enable the officer to be inaugurated with the other officers.
  - i. Should the vacancy be due to a lack of applicants, the appointment shall occur as soon as a qualified candidate applies and is selected by the governing body.
  - ii. It is the responsibility of the Executive Vice President of the governing service region to refer a candidate to the Statewide Campus President for consideration for appointment.
    - 1) If still within the current governing year, it falls to

the current officers and officers elect to make a joint recommendation.

- B. Declared candidates must be at the mandatory campaign meeting to review the election policies and procedures, and answer questions. Absence will result in automatic forfeiture of candidacy.
  - 1. Exceptions are rarely granted. Possible exceptions may include death in the immediate family or hospitalization and must be given in writing by Elections Co-Chairs.
  - 2. Applicants for Statewide Campus Student Representative positions are not required to attend the campaign meeting; however, they are highly encouraged.
- C. Clean-Up:
  - 1. Primary candidates not advancing into final elections are responsible for removal of all campaign materials by the appropriate time set by the Elections Committee on the second night of Elections Week following primary elections.
  - 2. Final election candidates are responsible for the removal of all campaign materials by 11 p.m. on the final day of Elections Week.
  - 3. A \$50 fee will be charged to any candidate who does not clean up all his/her campaign materials by the appropriate time set by the Elections Committee. If the student does not abide by this regulation, the USUSA Hearing Board will meet with the student accordingly.
- D. The USUSA Hearing Board will investigate any charges of vandalism. USU is not responsible for any acts of vandalism committed by candidates, their campaigns, or their supporters.

### III. Voting

- A. Plurality to Elect:
  - 1. The names of the two candidates on the primary ballot receiving the greatest number of votes shall be placed on the final ballot.
  - 2. In final elections and special elections, the candidate or ballot item that has the greatest number of votes will be declared the winner.
- B. Ballots:
  - 1. The names of all candidates for each office shall be placed on the ballot in alphabetical order by last name, along with a space(s) for write-in candidate(s).
    - a. Permanent nicknames, however, may be approved by the Elections Committee (e.g. Bob for Robert, Sue for Susan, etc.).
    - b. Ballots will be accessed via [www.vote.usu.edu](http://www.vote.usu.edu).
- C. Eligibility to Vote:
  - 1. A Voter must be a current USU student registered at a Statewide Campus.
  - 2. In USUSA Presidential elections, college Academic Senate elections, and select referenda, elections will be open to all Statewide Campus students.
  - 3. Proxy voting is prohibited.

D. Counting Votes:

1. Votes shall be tabulated immediately following the closing of the polls.
2. No ballots will be accepted after the published time of closing. Votes are tabulated and verified by a committee of two student involvement advisors, one staff member of the Information Technology (IT) department, Elections Co-Chairs, and the USUSA President.
  - a. If the current USUSA President is running for office, the officer following the line of authority shall take his/her place.
3. Tie Breaking Procedures.
  - a. Should an exact numerical tie occur between any candidates running for a USUSA elected position, the following procedure has been outlined and established as the method of breaking the tie.
    - i. Upon counting of the votes, the tied candidates will be brought together by the Election Co-Chairs, the current officer in the position or designee, and at least one of the Student Involvement advisors to follow these tie-breaking procedures.
    - ii. If there is a tie for second place during the primary election, the tied candidates will both advance to the final election ballot along with the first-place candidate.
    - iii. After the final election, if the candidates are tied, a special one-day election will be held in order to break the tie.
    - iv. This election will occur within two weeks of the final announcement, will be on the selected day from 9 a.m. to 3 p.m., and all election bylaws shall apply (including remaining within the given budget allotment).
    - v. If a second numerical tie should occur between the same candidates, the tie-breaking procedure will be a coin toss by the SILC Director

E. Results:

1. All results are final after votes are tabulated and verified. This extends to candidates, initiatives, referenda, or any other matter submitted to the USU student body for a vote.

F. Applicants for a Statewide Campus Student Representative position are not subject to the requirements of Section III, but shall be subject to the rules established in Section VIII.

G.

IV. Money and Finance

- A. Campaign Spending: All campaign expenses are personally covered by the candidate and are not reimbursable.
1. Total Expenditures: money directly spent on campaign materials and supplies
  2. Candidates violating the campaign-spending limit (overspending) will be referred to the USUSA Hearing Board.



- a. Executive Council candidates shall not exceed \$400.
3. Audits: Candidates must submit to the Elections Committee by the specified audit deadline, original receipts and a complete list of all campaign expenditures, Donations and the Fair Market Value of materials purchased or used in their campaign. This is done using the Financial Statement forms provided in the Election Packet. If a receipt for a campaign expenditure is not available, or if the item has been donated, it will be assessed a Fair Market Value by the Elections Committee.
- a. Candidates will be audited twice: once during primary elections and once during final elections.
  - b. All financial statements must be signed by the current USUSA corresponding officer position or their designee prior to submittal of the form to their local advisor. After submittal, financial statements are subject to final approval by the Elections Committee. Candidates may be subject to provide clarification or more information if deemed necessary by the Elections Committee.
  - c. Candidates failing to submit their Financial Statement by the specified audit deadline will be disqualified.
4. Donations: which are defined as any monetary contributions or physical good used as campaign materials (see Article V.A.3).
- a. The Elections Committee will give a Fair Market Value to donations and other unpurchased material.
    - i. Donations are included in the campaign expenditures of \$400.
    - ii. Donations or other unpurchased material must be presented to the Elections Committee in writing and may not be used until the candidate has an official response from the Committee. Donations exceeding \$50 must have appropriate documentation to be presented to the Elections Committee members serving as auditors.
5. Fair Market Value (FMV)
- a. All donated materials are to be priced at FMV.
  - b. It is the responsibility of the candidate to obtain from the Elections Committee a FMV for any campaign material not appearing on the list provided at the mandatory candidate meeting.
  - c. Should a candidate feel that FMV has been determined inaccurately or unfairly, they may submit a written appeal to the SILC Director and the SWC President who will then make a decision. All decisions by the SILC Director and SWC President will be final. The presiding will communicate the decision directly to the candidate.
    - i. If the SWC President is running for office, the SILC Director will

select an elected SWC student body officer to take their place.

- B. Applicants for a Statewide Campus Student Representative position to be selected by appointment are strictly prohibited from spending on campaigning or lobbying committee members in any way during the application and interview process.

C.

V. Campaign Rules

A. Neutrality

- 1. USUSA Hearing Board members are not allowed to wear Campaign Materials or endorse any candidate.

B. Campaign Committees and Meetings

- 1. Social and electronic media may be used for the purpose of communicating with Campaign Committee Members. All social media use must follow the Election Bylaws.

C. Campaigning Within USU Buildings

- 1. Campaigning within USU buildings is subject to the approval and reasonable limitations of the appropriate colleges and/or departments. It is the Candidate's responsibility to receive permission prior to any campaign-related activity.

D. Signs, Literature and Structures

1. General Policy

- a. The University shall provide reasonable space indoors and outdoors for the posting of signs, notices and posters by Candidates and Campaign Committee Members. Such signs, notices and posters may deal with any subject matter including, but not limited to, notices of meetings or events and expressions of positions and ideas on social or political topics, and must clearly identify the author or sponsor of the materials.
- b. Further information can be found by contacting the local advisor listed on page 11.

2. Time, Place and Manner Restrictions

- a. Signs, literature and structures are not to be distributed, placed or otherwise erected on University grounds or property prior to Elections Week.
- b. Candidates and Campaign Committee Members may post signs, notices and posters on bulletin boards and kiosks maintained by the University and located on the University grounds or property. Signs, notices and posters shall not be attached to trees, buildings, walls or other University structures unless otherwise expressly authorized by University Facilities.
- c. Messages or slogans of any kind shall not be painted or otherwise written on trees, buildings, grounds, fountains, walls or other University structures or surfaces, or on the personal property of others.

- 3. Candidates and Campaign Committee Members may also post signs, notices and posters on designated bulletin boards and kiosks maintained by the academic and administrative departments of the University subject to the

approval and reasonable limitations of the appropriate departments. Colleges and departments may adopt reasonable time regulations limiting the time for display of signs, notices and posters on bulletin boards maintained by colleges and departments to maximize everyone's opportunity to use designated areas for signs, notices and posters and may prohibit attaching signs, notices or posters to walls and other surfaces in order to prevent damage to walls and other surfaces.

4. Any sign, notice or poster must be removed by the appropriate time set forth by the Election Committee. Failure to comply may result in a fine.

5. Responsibility for Content of Signs, Notices or Posters

- a. Candidates and Campaign Committee Members shall be personally responsible for any signs, notices or posters they sponsor or post on campus. By posting the sign, notice or poster on University grounds or property, the person or organization agrees to hold the University harmless for any assessed damages or liabilities incurred as a result of the sign, notice or poster.

E. Distribution of Handbills, Fliers, Petitions, Stickers and Other Written Material

1. General Policy

- a. Candidates and Campaign Committee Members may hand out and distribute non-commercial handbills, petitions, stickers or other written material on University grounds or property without prior approval, so long as such distributed materials clearly identify the author or sponsor of the materials.

- i. Stickers must not be affixed to any university grounds or property. The prospective Candidate is responsible for removal of any sticker affixed to university grounds or property. Failure to comply with this rule could result in a fine.

2. Time, Place and Manner Restrictions

- a. Distribution of materials on campus property is not permitted prior to Elections Week.
- b. Distribution outside of University buildings is permissible but must not interfere with the entrances to the University buildings or the normal flow of pedestrian or vehicular traffic.
- c. Distribution inside buildings is permissible so long as those distributing handbills or other written materials do not disrupt the functioning of the University or interfere with the rights of other members of the University community.
- d. The Candidate is responsible for learning and following all building-specific rules and regulations.
- e. Handbills, stickers or other written material may not be attached or affixed to private property without the owner's permission.

3. Responsibility of Handbills

- a. Candidates and Campaign Committee Members distributing handbills, fliers, petitions, stickers or other written material shall be personally responsible for the content of the material and hold the University harmless for any assessed damage or liability incurred as a result of the

distribution of the material.

- F. Candidates and their respective Campaign Committee Members are not allowed to have students vote on the candidates and/or committee member's electronic devices. Students may vote on their own device.
- G. No campaigning or campaign-related activities shall take place within 50 walking feet of a polling station unless they are specifically as part of a USUSA elections event.
  - 1. Such polling stations shall be clearly marked, and visible.
  - 2. Exceptions to this policy may be made on a case-by-case basis, based on campus size, by the Elections Committee.
- H. Candidates and their respective Campaign Committee Members are not allowed to block students' movement in or out of buildings or rooms in order to force them to vote.
- I. Copyright & Trademark Infringement
  - 1. Use of USU, USUSA, and all affiliated organizations copyrighted, and/or trademarked material is prohibited.
  - 2. Any campaign material must comply with copyright and trademark laws. Candidates assume full responsibility for failure to comply.
  - 3. USUSA, USU SILC, and/or USU claim no responsibility for the illegal use of copyrighted or trademarked materials by candidates.

VI. Social and Electronic Media:

A. Social Media

- 1. Candidates and Committee Members may use social media platforms to promote their candidacy. Use of any official university affiliated or departmental social media accounts is prohibited unless specifically allowed by a region or the SWC system. Any allowances will be communicated to the candidates, in writing, by a member of the SWC USUSA advising team.

B. Election Video

- 1. Each candidate may create a video outlining their platform. This video will be added to the USUSA SWC Elections website.

C. Election Website

- 1. All final Candidates' election information (one picture, campaign platform, goals, video and qualifications) will be uploaded to the USUSA website.

D. Mass messaging

- 1. Use of USU mailing lists is strictly prohibited.
  - a. Individual service regions may allow candidates to utilize other forms of marketing through digital or traditional methods. These options will be determined and regulated by each service region.

VII. Violations and Penalties

A. Fines

- 1. Any fines levied against the Candidate and/or Campaign Committee Members—either by a University or city entity—count towards the Candidate's Campaign Value Limit and must be reflected on the Candidate's

Financial Statement if the fine is received before the statements are due

B. Hearing Board

1. Jurisdiction
  - a. Pursuant to Article V of the USUSA Constitution, the USUSA Hearing Board will hear all Election grievances. The USUSA Hearing Board will render a decision on each grievance, and will assess a penalty if necessary.
2. The Violation Process will be as follows:
  - a. During Elections Week, any charges of violation of campaign regulations will be submitted in writing to the USUSA Hearing Board within 24 hours of the incident, but no later than the closing of the polls.
  - b. If an elections bylaw violation comes to light after the final election results have been announced, a complainant may file a grievance until noon on the day of inauguration.
    - i. Prior to Election Week, there is no time limit, although the USUSA Hearing Board will not meet regularly, and will hear cases on an as-needed basis.
  - c. In the event of a violation, or a grievance being filed, both the accuser and accused must be called before the USUSA Hearing Board together. Upon hearing both sides, the USUSA Hearing Board will render a decision and assess a penalty if necessary.
  - d. Election results for the office(s) in question will not be made public until all grievances have been heard by the USUSA Hearing Board, ruled upon penalties assessed, and the Candidate(s) notified of the decision.
  - e. Candidates will be responsible for submitting grievances for their own campaign.
    - i. Any student who was affected by, or a direct witness to, any violation of election bylaws by campaigns or those campaigning for ballot issues is requested to file a campaign grievance.
  - f. The burden of proving that a bylaws violation occurred is on the person filing the grievance.
  - g. Explanation of how to file a grievance will be discussed at the mandatory elections meeting.

C. Penalties from which the USUSA Hearing Board may choose are as follows:

1. Confiscation and/or restriction of Campaign Materials (e.g. only one sign as opposed to two);
2. Restrictions on campaign times (e.g. not being allowed to attend town hall meetings or campaign on campus during certain times);
3. Budget restrictions;
4. Ordering a new election for a particular office pursuant to Article III, Section 1 of the USUSA Constitution;
5. Disqualification of Candidate(s);
6. Or fines to be paid if the violation is discovered after the election has already taken place.
7. Fines shall not exceed the respective Candidate's campaign value limit

VIII. Appointment of Statewide Campus Student Representatives

- A. Statewide Campus Student Representatives shall be filled through an application, interview, and selection process managed by a selection committee per the USUSA Constitution (see Article IV) and defined within these bylaws.
- B. Eligibility
  - 1. Applicants for Statewide Campus Student Representative positions must meet the eligibility requirements for USUSA officers as described in Article III, Section 3 of the USUSA Constitution.
- C. Application
  - 1. The application for consideration to be a USUSA Statewide Campus Student Representative will be created, and updated as needed, by the elections committee to maintain a standard application across all service regions.
  - 2. Section II of these bylaws governs the timeline for distributing and accepting applications.
- D. Selection of Appointed Applicant
  - 1. The appointed applicant will be the applicant receiving the most votes from the selection committee members.
- E. Duties, Responsibilities, and Expectations
  - 1. The duties of an appointed USUSA Statewide Campus Student Representative are outlined in Article II of the USUSA Constitution, the appropriate USUSA Officer Charter, the Statewide Campus Appointed Officer Application Packet, and further defined in the Statewide Campus Officer Accountability Contract. Applicants are expected to be familiar with those duties prior to being selected to fill the office.
- F. Probation, Disciplinary Actions, and Removal from Office
  - 1. Probation steps for all USUSA officers are outlined in Article II, Section 3 of the USUSA Constitution.
  - 2. Steps governing the removal of appointed USUSA officers are outlined in Article IV, Section 4 of the USUSA Constitution.
  - 3. Disciplinary actions are defined in the Statewide Campus Officer Accountability Contracts.
- G. Selection Committee
  - 1. Plurality to effect
    - a. All actions to be taken by the committee must be voted on and will be passed if the majority of committee members vote in favor of the action.
  - 2. Makeup
    - a. The Selection Committee will consist of the Executive Director for the service region (or their designated representative if necessary), the

USUSA Advisor(s) for the service Region, the current USUSA Executive Vice-President for the service region, and at least two additional students enrolled in the majority of their classes at a campus in that service region.

- b. Student Selection Committee members will be selected by the chairperson with consultation from the Executive Director and USUSA Advisor(s) of the service region the committee is formed within, however final selection of student members is the prerogative of the chairperson.
  - i. If possible, the committee is encouraged to include the incoming USUSA VP in decisions after the elections occur.
- c. The Selection Committee will be chaired by the current USUSA Executive Vice-President for the service region, unless that individual is precluded from serving on the committee due to a conflict of interest or due to hardship. In this event, the chair shall be the USUSA officer appointed in their stead per subheading D.
- d. Selection Committee members may be replaced in case of hardship or conflict of interest as long as the staff to student balance is maintained with approval of the SWC Executive Council. The exception to this policy is the committee spot held by the USUSA Executive Vice-President, who must be replaced by another current USUSA elected officer to be appointed by the current SWC President.

### 3. Responsibilities of Selection Committee Members

- a. It is the responsibility of Selection Committee members to report conflicts of interest to the chairperson, or in the case of the chairperson to the SWC Executive Council, as soon as possible.
- b. Selection Committee members must be present at all meetings of the committee or request a discharge from the committee due to hardship.

### 4. Meeting Requirements

- a. All meetings of the selection committee must be open meetings, except those in which candidate interviews are conducted.

### 5. Mandatory Meetings

- a. Pre-Application Period Meeting
  - i. The committee must meet once prior to the opening of applications in order to establish the committee membership and to review the application and bylaws. If the committee determines any changes are needed, then the proposed changes shall be submitted to the Elections Committee in a timely manner. Proposed changes should be submitted no later than November 16 to allow time for consideration. Should this

be necessary, a second meeting of the selection committee, prior to the opening of the application period, is required to vote to accept the bylaws and application.

b. Interviews

i. The committee must meet after the application deadline to conduct interviews of the applicants.

c. Selection Meeting

i. The committee must meet a final time to select the final candidate(s) to be named Statewide Campus Student Representative(s). This meeting may take place directly following interviews.

6. Interviewing Candidates

- a. Candidates must be interviewed in an impartial manner conforming to university human resource standards (e.g. all candidates must be asked the same questions as other candidates, questions may not violate sexual harassment or equal opportunity policies, etc.).
- b. The exact interview process is left to the individual service regions. The chosen process must be documented and kept on file in case needed for Hearing Board proceedings.
- c. Any ranking forms, notes, or other materials must be retained in case of their need in Hearing Board proceedings as outlined in the USUSA Constitution (See Article V).

7. Selecting Candidates

- a. The applicant receiving the majority of votes from committee members during the Selection Meeting shall be appointed to the position.
- b. Official notification of the appointed applicant for a position must be made within 24 hours of the committee vote to select an appointed applicant.

8. Conflicts of Interest

- a. Family members or spouses of applicants may not serve as selection committee members in any role.
- b. Applicants for Statewide Campus Student Representative positions are ineligible to serve as selection committee members in any role.
- c. Failure to disclose a conflict of interest is considered grounds for a grievance to be filed with the USUSA Hearing Board.
- d. If the conflict of interest is not disclosed or discovered prior to inauguration, and may have resulted in the applicant being selected for the position, steps to remove the officer may be taken pursuant to Article IV, Section 4 of the USUSA Constitution.

9. Deviations



- a. Any deviations from the bylaws set forth in Section VII must be submitted in writing to the SWC Executive Council and be approved by a majority vote prior to being put into effect.

10. Grievances

- a. Any grievances regarding the application process, conduct of the selection committee, or final results of the process will be heard by the USUSA Hearing Board pursuant to Article V of the USUSA Constitution using the process enumerated in Section VI, subsection F of these bylaws.